



## View Business Reports: Deposits by Accounting Code

To view deposits by accounting code report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Accounting Code**. The *Deposit by Accounting Code* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Organization**, *required*
  - Select the **ALC** (Agency Location Code)
  - Select the **Account Code**, *required*
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **From:** and **To:** Deposit Total range
  - Select the **Report Format**



### Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.



5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.